21. ಎಲ್ಲಾ ಬಟವಾಡೆ ಅಧಿಕಾರಿಗಳಿಗೆ ಕಳುಹಿಸಿದೆ.
22. ಕೌನ್ಸಿಲ್ ಕಾರ್ಯದರ್ಶಿಯವರಿಗೆ ಕಳುಹಿಸುತ್ತಾ, ಎಲ್ಲಾ ಸ್ಥಾಯಿ ಸಮಿತಿಗಳ ಅಧ್ಯಕ್ಷರು, ಮಾನ್ಯ ಆಡಳಿತ ಪಕ್ಷದ ನಾಯಕರು ಮತ್ತು ಮಾನ್ಯ ವಿರೋಧ ಪಕ್ಷದ ನಾಯಕರುಗಳಿಗೆ ಕಳುಹಿಸಿಕೊಡಲು ಸೂಚಿಸಿದೆ.
23. ಆಡಳಿತ ಶಾಖೆಯ ಸಹಾಯಕ ಆಯುಕ್ತರು (ಆಡಳಿತ–1 ಮತ್ತು 2) / ವ್ಯವಸ್ಥಾಪಕರು ಮತ್ತು ಎಲ್ಲಾ ವಿಷಯ ನಿರ್ವಾಹಕರುಗಳಿಗೆ.
24. ಸಾರ್ವಜನಿಕ ಸಂಪರ್ಕಾಧಿಕಾರಿಯವರಿಗೆ ಕಳುಹಿಸಿದೆ.
25. ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಲಹೆಗಾರರು, ಬೃಬೆಂ.ಮ.ಪಾಲಿಕೆ ರವರಿಗೆ ಕಳುಹಿಸುತ್ತಾ, ಪಾಲಿಕೆಯ ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಅಳವಡಿಸಲು ಸೂಚಿಸಲಾಗಿದೆ.
26. ಕಛೇರಿ ಪ್ರತಿ.

28C. Quality and Cost Based Selection (QCBS) :- The quality and cost based selection is based both on the quality of the proposals and the cost of the services to be provided. In this method, the technical and financial proposals shall be received in separate sealed envelope. The technical proposals shall be opened first (unopened financial proposals are kept under security) and the evaluation report of the technical proposals shall be prepared and the approval of Tender Accepting Autority shall be obtained. The financial envelopes of those consultants who submitted responsive technical proposals meeting the minimum qualifying scores shall be opened in the presence of the consultants or their representatives. The proposals shall then be evaluated. Once the financial proposals are evaluated, a combined evaluation of the technical and financial proposals shall be carried out by weighing and adding the quality and the cost scroes, and the Consultant obtaining the highest combined score shall be invited for negotiations. Since price is a factor of selection, staff rates and other unit rates shall not be negotiated.

28D. Least Cost Selection(LCS) :- The Least Cost Selection method is more appropriate to selection of consultants for asssignments of a standard or routine nature (audits, engineering design of non-complex works and so-forth) where well established practices and standards exist. Under this method a minimum qualifying score for quality is established and indicated whie inviting proposals. Short-listed consultants shall submit their proposals in two envelopes. The technical proposals shall be opened first and evaluated. Proposals scoring less than the minimum technical qualifying score shall be rejected, and the financial envelopes of the rest shall be opened in public. The Consultant with the lowest evaluated price shall be selected.

28E. Single Source Selection (SSS) :- Under Single Source Selection, the Client selectes a specific consultant and requests him to prepare technical and financial proposals, which are then negotiated. Since there is no competition, this method is acceptable only in exceptional cases and made on the basis of strong and convincing justifications where it offers clear advantages over the competition, because,-

(i) the assignment represents a natural or direct continuation of a previous one awarded competitively (the estimated cost of the continuation assignment is not more than 50% of the previous competitively awarded assignment), and the performance of the incumbent consultant has been satisfactory; or

(ii) a quick selection of the consultant is essential e.g., in emergency operations such as natural disasters and financial crisis; or

(iii) the contract is very small in value (i.e., less than rupees 5,00,000 for consulting firms or organisations and less than Rs. 1,00,000 for individual Consultants); or

(iv) only one Consultant has the qualifications or has experience of exceptional worth to carry out the assignment.

28F. Steps in the Selection Process :- Depending on the selection method adopted, the selection process carried out by the Client generally shall include the following steps:

(i) Preparation of the Terms of Reference (TOR) for the assignment;

(ii) Preparation of the cost estimate to derermine the budget of the assignment;

(iii) Advertising to invite the expressions of interest from Consultants (mandatory in respect of assignments estimated to cost more than rupees 20 lakhs);

(iv) Short-listing to identify consultants; qualified for the assignment;

(v) Preparation and issuance of the Request for Proposals (REP);

(vi) Preparation and submission of proposals by the consultants;

(vii) Evaluation of the technical proposals i.e., quality evaluation;

(viii) Evaluation of financial proposals;

(ix) Final combined quality and cost evaluation to select the winning proposal (QCBS); and

(x) Negotiations, if any signing of contract between the Client and Consultant.

28G. Contracts :- Two main considerations determine the type of contract to be used for the various consultant assignments; the nature and degree of the definition of the assignment, the distribution of risks between the Client and Consultant and the level of contract supervision the client will be able to provide. The following are the various types of contracts that can be adopted for appropriate assignments, namely:-

(I) Lump Sum (Firm Fixed Price) contracts :- These are used mainly for assignments in which the content and length of services and the required output of the Consultant are clearly defined and for these reasons the Consultant can generally contorl the scope of work and duration of services. In these contracts payments are linked to clearly specified outputs.

(II) Time-Based contracts :- Under this type of contract, the Consultant provides services on a time basis according to quality specifications, and Consultants remuneration is based on, agreed unit rates for Consultant Staff multiplied by the actual time spent by this staff in executing the assignment and reimbursable expenses using actual experses and agreed unit prices.

(III) Percentage Contracts :- It is one where consultants are paid an agreed percentage of the actual project cost.

(IV) Indefinite Delivery Contracts (Price Agreement or Standing Offers):- These refer to contracts in which a Consultant is hired for a specified period to undertake tasks as and when the need arises.

28H. Standard Requests for Proposals (RFP) and Contract Formats:- Standard RFP (Requests for Proposals) and Contract Formats as may be issued by the Government of Karnataka from time to time shall be used. The Instructions to Consultants (ITC), Formats for submission of Proposlas (unless specified otherwise) as well as the General Conditions of Contract (GCC) shall not be changed. However the Data Sheet and Special Conditions of Contract enable the Procurement Entities to amend or supplement Instructions to consultants (ITC) and General Conditions of Contract (GCC) to reflect local conditions and characteristics of assignment.

28I. Supervision of the Consultancy Contracts:- The Client is responsible for supervising the assignment. He shall make arrangements to monitor the progress of work, the timely completion of deliverables, the staff months and money expended